



**Kasneb Towers, Hospital Road, Upper Hill,
P.O Box 41362-00100 Nairobi, Kenya**

REQUEST FOR QUOTATION

FOR

PROVISION OF BRANDED MERCHANDISE FOR KASNEB FOUNDATION

KAS/KF/RFQ/01/2025/2026

CLOSING DATE AND TIME:

WEDNESDAY, 23 MARCH 2026, 11:00 A.M

REQUEST FOR QUOTATIONS (RFQ)

From: KASNEB FOUNDATION

TITLE OF QUOTATION: PROVISION OF BRANDED MERCHANDISE FOR KASNEB FOUNDATION

QUOTATION REFERENCE NUMBER: KAS/KF/RFQ/01/2025/2026

1. Kasneb Foundation invites you to submit quotations for PROVISION OF BRANDED MERCHANDISE FOR KASNEB FOUNDATION indicated in detail in "Table A. Schedule of Requirements and Specifications". The quotation shall follow the instructions and documents in this RFQ document and be in English. Tenderers may obtain further information during office hours **0800 to 1600** at the address given below.
2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach KASNEB at the address indicated below not later than **Wednesday, 25 March 2026 at 11.00 a.m.** Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.
3. The total amount quoted shall be inclusive of all applicable Costs, Levies and Taxes (including **the 0.03% Capacity Building Levy**).
4. **Sample Viewing** of the merchandise SHALL be undertaken at the KASNEB FOUNDATION office from **Monday 16 March 2026 to Friday, 20 March 2026** during working hours **0900 to 1600**.
5. Enquiries regarding this quotation may be addressed to
**The Secretary/Chief Executive Officer,
KASNEB Towers, Hospital Road, Upper Hill,
P.O Box 41362-00100 Nairobi, Kenya.**
6. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
7. Please inform by email or express mail the undersigned within two (2) days of receipt of this RFQ.
8. Tenderers are required to serialize all the pages of the tender document including attachments of each tender document submitted.

Address for Submission of Quotations.

KASNEB
KASNEB Towers, Hospital Road, Upper Hill,
P.O. Box 41362-00100 Nairobi, Kenya.

Mailing Address:

The Secretary/Chief Executive Officer
kasneb Towers, Hospital Road, Upper Hill Nairobi.

Physical Address:

Drop in the Quotation Box placed at KASNEB Towers I, First Upper Floor, outside the Supply Chain Management Unit Office.

Yours sincerely,

Trust Secretary, KASNEB Foundation

PART 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:**
The quotation will be held valid for **365** days from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:**
Quotations in one "one original" should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, the Tenderer's name and the name of KASNEB. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
5. **Submission of Quotations:**
Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

Address for Submission of Quotations.

- (a) Mailing Address:
To:
The Secretary/Chief Executive Officer
Kasneb, kasneb Towers, Hospital Road, Upper Hill,
P.O Box 41362-00100 Nairobi, Kenya.
- (b) Physical address for hand or Courier Delivery to an office or Quotation Box
Drop in the Quotation Box at kasneb Towers I, Hospital Road, Upper Hill Nairobi, 1st Upper Floor
- (c) Closing date and time: **Wednesday, 25 March 2026 at 11.00 a.m.**
6. **Opening of Quotations:**
Quotations will be opened immediately after the closing date and time by at least three appointed officials of KASNEB.
7. **Tenderer Eligibility:**
Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following:
 - (i) Certificate of Registration
 - (ii) Valid Tax Compliance Certificate.
 - (iii) AGPO Certificate (where applicable)
 - (iv) CR 12
 - (v) Duly Filled, Signed and Stamped SELF-DECLARATION FORM – On Pg.11The Tenderer shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.

8. **Invitation not transferable:**

This invitation is not transferable to other firms or individuals not so invited.

9. **Goods Eligibility:**

Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services where applicable.

10. **Technical Specifications:**

Documentary evidence to show that the goods meet the technical specifications.

11. **Alternative Quotations:**

Tenderers are **not permitted** to submit alternative quotations for goods. Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by kasneb.

12. **Currency:**

Quotations shall be priced in **Kenya Shillings**. Quotations in other currencies will be rejected if not allowed.

KASNEB **shall not allow** quotations in foreign currency.

13. **Evaluation of Quotations:**

The evaluation of quotations will be conducted using the procedure set out below:

(i) **Preliminary examination to determine Tenderer eligibility:**

- (a) Certificate of Registration
- (b) Valid Tax Compliance Certificate.
- (c) CR12
- (d) AGPO Certificate (where applicable)

(ii) **Technical examination to determine:**

Goods eligibility, compliance with technical specifications and commercial responsiveness.

Quotations failing this stage will be rejected and not considered in next stage.

(iii) **Financial comparison of quotations** to determine the lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.

14. **Lowest Evaluated Quotation:**

The lowest evaluated quotation shall be recommended for award of contract.

15. **Award of contract:**

Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation

16. **Right to Reject:**

kasneb reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderer. Tenderer must complete and submit as part of the Form of quotation.

- (i) SCHEDULE OF REQUIREMENTS TABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM
- (v) FOREIGN TENDERER 40% RULE (where provided)

FORM OF QUOTATION [To be completed by Tenderer]

Quotation Addressed to (Procuring Entity)	
Date of Quotation:	
Quotation Reference Number:	
Subject of Quotation:	

1. We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.
2. In compliance with your request for quotations dated....., referenced above, we offer to... to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings..... (in words)
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
4. We also confirm that the _____(goods to be supplied/works to be constructed/services to be provided (select one) conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers during the procurement process and the execution of any resulting contract.
6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
7. The validity period of our quotation is: **126 days** from the time and date of the submission deadline (number to be same as in the instructions to Tenderers).
8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other quotation as a Joint Venture member or as a subcontractor.
9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Quotation Determination" attached below.
12. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST-** interest of the firm in KASNEB, attached below.

The Delivery/Completion period offered is: _____days from date of acceptance of Quotation. The warranty period offered is _____weeks.
 Quotation Authorized by: Name and designation
 Signature:

(i) PRICE SCHEDULE TABLE

(Tenderer should complete columns d and e attaching samples quoted for).

A Item	B Description of Goods	C Qty	D Unit price Incl.16% VAT and 0.03% CBL (Sh.)	E Total Price Incl.16% VAT and 0.03% CBL (Sh.)	Conformity to Technical Specification (Indicating 'YES or NO' or if "NO" indicating the alternative BETTER option of the item quoted for.)	
1.	Two tone coloured branded polo shirts (5xxxl,10XL,15L,15M,55S)	50				
2.	One tone coloured branded polo shirts (15xxxl,35XL,40L,40M,20S) - Blue, White, Black/ Grey	150				
3.	Pull up Banner - with Barcode	3				
4.	Tear Drop Banners	2				
5.	Zipper hoodies with embroidered KF Logo and tagline Specifications: Red sizes (XXL 5, XL 6, L 8, M 8,S5) = 32 Black sizes (sizes (XXL 5, XL 6, L 9, M 9, S5) =34 Grey sizes (XXL 5, XL 6, L 9, M 9, S5) =34	100				
6.	Non- Zipper Hoodie with embroidered KF Logo and tagline Specifications: Red sizes:(XXL 5, XL 6, L 9, M 9, S5) Black sizes: (XXL 5, XL 6, L 9, M 9, S5) Grey sizes: (XXL 5, XL 5, L 9, M 8, S5)	100				
7.	Hot and cold flask with rubber centre holding piece (25 red, 25 black, 25 navy blue and 25 white)	100				
8.	Black and white paper bag with KF Logo printed in the center 200 white, 200 black (re-purchasing)	400				
9.	Baseball Jackets with an embroidered KF Logo and tagline Specifications: Red (XXL 3, XL6, L6, S5=20) Blue (XXL 3, XL4, L5, S3=15) Black (XXL 3, XL4, L5, S3=15)	50				
10.	Pens with KF Logo and tagline	100				
11.	KF Notebook - Loose Leaf	400				
12.	Reusable Tote Shoulder Woven bag	50				
Total Price Inclusive of Levies, Taxes and All Applicable Costs						

NB: Kindly note that the price quoted shall be valid for a period of one (1) year from the date of this quotation.

The bidders are encouraged to view samples from Supply Chain Management Division, KASNEB Towers I

Signature: _____

Name: _____

Position: _____

Authorised for and on behalf of (*specify name of tenderer*)

Date _____

Official Stamp:

(ii) **FORM FOR DISCLOSURE OF INTEREST** – Interest of the firm in kasneb.

(a) Are there any person/persons in **KASNEB** who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Name of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer

(b) **Conflict of interest disclosure**

No.	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the decisions of the Procuring Entity regarding this quotation process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the quotation.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Quotation Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Quotation document or specifications of the Contract, and/or the Quotation evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract?		

(c) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name

Title or Designation _____

(Signature)

(Date)

(d) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to kasneb for: _____ in response to the request for tenders made by: _____ do hereby make the following statements that I certify to be true and complete in every respect:
I certify, on behalf of _____ that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a quotation in response to this request for quotations;
 - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - (a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - (b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a quotation; or
 - (d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name

Title Date

[Name, title and signature of authorized agent of Tenderer and Date]

(e) SELF-DECLARATION FORM

We, the Tenderer _____ submitting our Quotation in respect of Quotation No _____ for _____ (*insert quotation Title Description*) for kasneb

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
 - i) the RFQ for the above Quotation;
 - ii) Kenya’s Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;
 - iii) Kenya’s Anti-Corruption and Economic Crimes Act, 2013; and
 - iv) any such other Acts or Regulations of Government of Kenya;
- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of kasneb
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer:

Name of the person duly authorized to sign the quotation on behalf of the Tenderer:

.....
.....

Title of the person signing the Quotation.....

Signature of the person named above:
.....

PART 2: SCHEDULE OF REQUIREMENTS

TABLE A. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS
 (Tenderer to complete Column Indicating **YES** or **No** and if **NO** indicate the specification of the offered item)

Item No		QTY	Procuring Entity)	CONFORMITY WITH (to be completed by Tenderer) Indicating 'YES or NO" or if "NO" indicating the alternative BETTER option of the item quoted for.
A	B	C	D	E
1.	Two tone coloured branded polo shirts.	50	(5xxxl,10XL,15L,15M,55S)	
2.	One tone coloured branded polo shirts	150	(15xxxl,35XL,40L,40M,20S) - Blue, White, Black/ Grey	
3.	Pull up Banner -.	3	with Barcode	
4.	Tear Drop Banners	2		
5.	Zipper hoodies with embroidered KF Logo and tagline	100	Red sizes (XXL 5, XL 6, L 8, M 8, S5) = 32 Black sizes (sizes (XXL 5, XL 6, L 9, M 9, S5) =34 Grey sizes (XXL 5, XL 6, L 9, M 9, S5) =34	
6.	Non- Zipper Hoodie with embroidered KF Logo and tagline	100	Red sizes:(XXL 5, XL 6, L 9, M 9, S5 Black sizes: (XXL 5, XL 6, L 9, M 9, S5) Grey sizes:(XXL 5, XL 5, L 9, M 8, S5)	
7.	Hot and cold flask	100	with rubber centre holding piece (25 red, 25 black, 25 navy blue and 25 white)	
8.	Black and white paper bag	400	with KF Logo printed in the center 200 white, 200 black (re-purchasing)	
9.	Baseball Jackets with an embroidered KF Logo and tagline	50	Red (XXL 3, XL6, L6, S5=20) Blue (XXL 3, XL4, L5, S3=15) Black (XXL 3, XL4, L5, S3=15)	
10.	Pens	3,000	with KF Logo and tagline	
11.	KF Notebook	500	Loose Leaf	
12.	Woven bag	300	Reusable Tote Shoulder	
SAMPLE VIEWED			YES/NO	
ATTACHMENTS (to be listed below and supplied by Procuring Entity) -Artworks				

NOTE:

The Bidders should attach their catalogue/or brochures of the items they intend to supply.

TECHNICAL SPECIFICATIONS FOR GOODS/SERVICES

- (a) A preliminary description of the proposed goods/services and work method and schedule, including drawings and artworks, as necessary, containing all required information by which the proposed goods may be evaluated (e.g. technical characteristics, operational capacities, maintenance, environmental effect, etc.) together with manuals or instructions for use or any other relevant information and documentation, delivery/installation schedules, etc.;
- (b) A detailed statement of how the tenderer will carry out the production and supply that will form an integral part of the Contract.

PART 3: CONTRACT

CONTRACT AGREEMENT

(1) THIS CONTRACT AGREEMENT is made on _____
(specify date).

Between _____ **kasneb**, and having its principal
place of Business at **kasneb Towers, Hospital Road Upper hill
Nairobi, and**

_____ and having
its principal place of business at _____ *[Insert
address of Supplier,].*

(2) WHEREAS kasneb invited quotations for the Supply of Goods described in Table B,
i.e. Supply of branded merchandise at kasneb and has accepted a
Quotation by the Tenderer in the sum of

_____ *[in
sert Contract Price in words and figures]* (hereinafter called "the Contract
Price").

(3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. This Contract Agreement includes the following documents:

(a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL

SPECIFICATIO

NS

(b) Table B. QUOTATION SUBMISSION TABLE

(c) FORM OF QUOTATION

(d) Conditions of Contract

2. In consideration of the payments to be made by kasneb to the
Supplier as hereinafter mentioned, the Supplier hereby covenants with
kasneb to provide the Goods and to remedy defects therein in conformity in
all respects with the provisions of the Contract.

3. kasneb hereby covenants to pay the Supplier in consideration of the
provision of the Goods and the remedying of defects therein, the Contract
Price or such other sum as may become payable under the provisions of the
Contract at the times and in the manner prescribed by the Contract.

(4) In WITNESS whereof the parties hereto have caused this
Agreement to be executed in accordance with the laws of Kenya.

For and on behalf of kasneb

Signed:

.....

..... in the capacity of
[designation]

.....

in the presence of *[identification of official witness]*

For and on behalf of the Supplier

Signed: _____ *[insert signature of authorized representative(s) of the
Supplier]*

.....

..... in the capacity of
[designation]

.....

in the presence of *[identification of official witness]*

CONDITIONS OF CONTRACT

1. Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and kasneb, shall be written in the English Language.

2. Eligibility

The goods shall have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

3. Notices

Any notice given by one party to the other pursuant to the Contract shall be in writing.

4. Governing Law

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

5. Settlement of Disputes

kasneb and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either kasneb or the Supplier may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.

6. Supplier/Contractor/Service Provider Responsibilities

The Supplier shall supply all the Goods included in the Schedule of Requirements.

7. Contract Price

Prices charged by the Supplier under the Contract shall not vary from the prices quoted by the Supplier in its quotation.

8. Terms of Payment

The Contract Price shall be paid One hundred (100) percent of the Contract Price as follows:

(i) For Goods, price of goods received upon submission of an invoice supported by the acceptance certificate issued by kasneb.

9. Inspections and Tests

The Supplier shall at its own expense and at no cost to kasneb carry out all such tests and/or inspections of the Goods to confirm their conformity to technical specifications.

10. Warranty

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.